

UTILITIES SERVICE BOARD MEETING

April 7, 2003

UTILITIES SERVICE BOARD MEETINGS ARE RECORDED ELECTRONICALLY OR STENOGRAPHICALLY AND ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE OFFICE OF THE DIRECTOR OF UTILITIES.

Board President Swafford called the regular meeting of the Utilities Service Board to order at 5:00 p.m.

Board members present: Tom Swafford, Jeff Ehman, Dick Eherenman, Frona Powell, Jeff White, and ex-officio members Dave Rollo and Tom Micuda. Staff members present: Mike Phillips, Mike Bengtson, Julie Martindale, Jonathan Heald, Vickie Renfrow, Steve Drake, Chris Burleson, John Langley, Mike Hicks, Tom Staley, Patricia Bernens, Chris Gaal, Tim Mayer, and Mayor John Fernandez. Also present: Scott Kieffner and Andy Head of Van Ausdall & Farrar, and Gary Kent.

ROLL CALL:

6 members present.

Before the start of the business meeting, Board President Swafford made the following announcements:

- Proposals for lockbox services were due at the Utilities Department by 4:00 p.m. No further proposals will be accepted. Any received after 4:00 p.m. will be returned unopened.
- Item no. X (Amendment No. 1 to Agreement for Consulting Services Between City of Bloomington Utilities and Greeley and Hansen LLC will be moved to after the presentation of item no. XI (Revision of Section 24 of the Rules, Regulations and Standards of Service.)

MINUTES:

WHITE MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE MINUTES OF THE MARCH 24, 2003, MEETING AS PRESENTED. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

CLAIMS:

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE CLAIMS AS FOLLOWS:

CLAIMS 039442 THROUGH 0390517 INCLUDING \$118,321.28 FROM THE WATER OPERATIONS & MAINTENANCE FUND AND \$1,435.00 FROM THE WATER SINKING FUND FOR A TOTAL OF \$119,756.28 FROM THE WATER UTILITY; CLAIMS 0330290 THROUGH 0330350 INCLUDING \$78,279.14 FROM THE WASTEWATER OPERATIONS & MAINTENANCE FUND AND \$411,503.40 FROM THE WASTEWATER SINKING FUND FOR A TOTAL OF \$489,782.54 FROM THE FROM THE WASTEWATER UTILITY; AND CLAIMS 0330344, 0390496, 0390499, 0390505, AND 0390507 INCLUDING \$1,246.76 FROM THE WASTEWATER/STORMWATER FUND FOR A TOTAL OF \$1,246.76 FROM THE STORMWATER UTILITY. TOTAL CLAIMS APPROVED – \$610,785.58. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

Board member Henke arrived at the meeting at this time.

DOCUMENT MANAGEMENT SYSTEM:

Purchasing Agent Martindale explained that staff members had spent considerable time researching various programs for electronic management of documents. After review, staff members recommended the purchase of the On-Base system for use at the Utilities Department. Ms. Martindale further explained that the system to be purchased was a “starter system” and that additional modules and equipment could be purchased at a later time. Ms. Martindale introduced Scott Kieffner and Andy Head of Van Ausdall & Farrar who presented a demonstration of the On-Base document management system.

WHITE MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE PURCHASE OF THE ON-BASE DOCUMENT MANAGEMENT SYSTEM FOR USE IN THE UTILITIES DEPARTMENT. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

FUNDING REQUESTS:

WSD02-7312-D – Document management system for Utilities Department. Estimated cost - \$73,989.00.

POWELL MOVED AND WHITE SECONDED THE MOTION TO APPROVE FUNDING REQUEST WSD02-7312-D. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BLOOMINGTON UTILITIES SERVICE BOARD AND TRAVIS VENCEL:

WHITE MOVED AND EHERENMAN SECONDED THE MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BLOOMINGTON UTILITIES SERVICE BOARD AND TRAVIS VENCEL. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

REQUEST TO PUT MESSAGE ON UTILITY BILLS – BLOOMINGTON AND MONROE COUNTY PARKS AND RECREATION DEPARTMENTS:

Board members were presented with a copy of a memo from Jennifer Velasco of the Bloomington Parks and Recreation Department who requested that a message regarding Earthfest be put on utility bills. (A copy of the memorandum is attached to the minutes.)

EHMAN MOVED AND POWELL SECONDED THE MOTION TO PUT THE MESSAGE FROM THE BLOOMINGTON AND MONROE COUNTY PARKS AND RECREATION DEPARTMENTS ON UTILITY BILLS. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

OPEN PROPOSALS FOR LOCKBOX SERVICES:

Purchasing Manager Martindale explained that five (5) companies (Bank One NA, Fifth Third Bank, First Indiana Bank, Irwin Union Bank and Trust Co., Union Federal Bank) had submitted proposals for lockbox services. These proposals will be opened and reviewed at a later date. A recommendation for approval will be presented to the Board at the April 21, 2003, meeting.

RESOLUTION AUTHORIZING VACATION OF EASEMENT:

WHITE MOVED AND POWELL SECONDED THE MOTION TO APPROVE THE RESOLUTION AUTHORIZING VACATION OF EASEMENT AS REQUESTED BY DOUG CURRY. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

At the request of Board President Swafford the item entitled Revision of Section 24 of the Rules, Regulations & Standards of Services was presented at this time.

REVISION OF SECTION 24 OF THE RULES, REGULATIONS & STANDARDS OF SERVICE:

Board members were presented with a revision of Section 24. (A copy of this is attached to the minutes.) This revision is an interim revision.

City of Bloomington Planning Director Micuda explained the revision and that it is to be considered interim in nature. Per the City of Bloomington Growth Policies Plan, a series of meetings shall be convened between City and Planning Directors, the City Utilities Department, and regional utility providers. The purpose of these meetings is to create both sewer service districts as well as non-service areas. Once these determinations have been made, the City shall amend this Rule accordingly. At a minimum, this interim Rule shall be evaluated by the Utility within a two-year time frame.

Board President Swafford reported that this matter was discussed by the Administrative Subcommittee. After revisions were made, the Subcommittee decided to recommend the approval.

Speaking for the County and asking that this interim revision not be approved at time were Bob Cowell of the Monroe County Planning Department and Iris Kiesling of the Monroe County Council. Speaking for the City and asking that this interim revision be approved were Chris Gaal of the City of Bloomington Common Council, Linda Thompson of the Bloomington Environmental Commission, and Mayor John Fernandez.

After considerable discussion, the following motion was presented:

EHRENMAN MOVED AND POWELL SECONDED THE MOTION TO APPROVE THE INTERIM REVISION OF SECTION 24 OF THE RULES, REGULATIONS AND STANDARDS OF SERVICE. MOTION CARRIED. 5 AYES. 1 NAY (HENKE). 1 MEMBER ABSENT (VAUGHT).

AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTING SERVICES BETWEEN CITY OF BLOOMINGTON UTILITIES AND GREELEY AND HANSEN LLC:

EHMAN MOVED AND EHERENMAN SECONDED THE MOTION TO APPROVE AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTING SERVICES BETWEEN CITY OF BLOOMINGTON UTILITIES AND GREELEY AND HANSEN LLC. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

OLD BUSINESS:

Mike Bengtson –

Assistant Director Bengtson reported that CBU and Jeff Marshall have reached an agreement re. the matter of stormwater provisions for BP/Amoco at 4403 East Third Street. The agreement has been verbally approved by Mr. Marshall

Jeff Marshall and Jim Bohrer appeared on behalf of BP/Amoco and expressed their appreciation to CBU staff members for working with them to settle the matter.

NEW BUSINESS:

No new business was presented.

SUBCOMMITTEE REPORTS:

No further subcommittee reports were presented.

Board member Henke requested that a meeting of the Rules and Regulations Subcommittee be scheduled to discuss the revision of Section 24.

STAFF REPORTS:

Jonathan Heald –

Assistant Engineer Heald reported that a public meeting was held on April 1st to discuss water. Meetings will be held on April 15th to discuss wastewater and stormwater and on April 29th to discuss rates.

Nora Whaley –

Board Secretary Whaley stated that Margaret Staten, a retired employee from the Utilities Department, recently died. Ms. Staten was a very good employee and will be missed by everyone.

PETITIONS AND COMMUNICATIONS:

Tim Mayer –

Tim Mayer, member of the City of Bloomington Common Council, stated that he was contacted by Steven Schatz re. a large bill he recently received. It is understood that the Utilities Department is prohibited from making an adjustment on the water portion of the bill since water actually did go through the meter; however, Mr. Mayer requested that the Utilities Department personnel try to find some way to allow adjustments in these cases. Mr. Mayer was assured by Board President Swafford that the Utilities Department shared his concern and was reviewing the matter at the present time.

John Langley –

Assistant Director Langley presented Board members with copies of plant reports. (A copy of the plant report is attached to the minutes.)

ADJOURNMENT:

The meeting was adjourned at 6:11 p.m.

L. Thomas Swafford, President